

U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Denver Regional Census Center
<http://www.census.gov/roden/www/2010emply.html>
Recruiting Bulletin

ISSUE DATE: December 10, 2008
CLOSING DATE: December 31, 2008

Recruiting Bulletin No: 3199-08-98 (I)

ADMINISTRATIVE SPECIALIST
GG-0301-05/07/09/11/12

SALARY RANGE
GG-05: \$31,787
GG-07: \$39,376
GG-09: \$48,164
GG-11: \$58,274
GG-12: \$69,845

NUMBER OF VACANCIES: Few

DUTY STATION: Positions are assigned at the Denver Regional Census Center in Lakewood, Colorado

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is a 13-month Schedule A appointment with a Not-to-Exceed date of 09/25/2010. It may be extended beyond 09/25/2010 based on continuing work needs.

AREA OF CONSIDERATION: All current Census employees serving on an appointment of longer than one year (i.e., time limited, indefinite, or competitive appointment). All current employees on appointment of one year or less must apply to the external posting. **Note:** Applicants must meet qualification and time in grade requirements (must have served one year at the next lower grade) by the closing date. Time in grade requirements do not apply for the GG-5 level.

Payment of relocation expenses IS NOT authorized.

DUTIES: The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping. Applies knowledge of personnel procedures and regulations for a variety of personnel actions. Directly supervises personnel and/or payroll clerks. Incumbent will also assist in training clerical staff in personnel/payroll procedures, progress reporting and other administrative activities. Implements procedures and periodically reviews subordinate staff members work for auditing payroll and miscellaneous claims for validity, adherence to the rules and regulations, and accuracy. Maintains liaison with regional and Local Census Offices (LCO) staff for technical advice. Will be required to travel to LCOs to provide administrative support for enumeration activities on-site throughout the region. Incumbent may be responsible for procurement, credit card, and small purchase actions. Incumbent is responsible for generating, monitoring and reviewing operational cost and corresponding reports. Incumbent conducts analyses and monitoring of operational cost and progress reports and all other budget, staffing, and resource related areas. Incumbent reviews claims for compliance with Department of Labor, Office of Worker's Compensation Programs regulations and guidelines and OSHA Safety regulations. Incumbent may oversee subordinate staff members, logging, processing, and forwarding claims to the local OWCP claims offices for adjudication.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. Your responses to these elements will be evaluated independently from your resume/application. Your application **WILL NOT** be considered if you do not provide responses to the Evaluation Criteria. **To be considered, applicants MUST submit a**

separate, individual statement addressing each of the following. Provide detailed and specific examples of your experience.

1. Experience applying methods and procedures in two or more administrative support areas such as staffing, recruitment, supplies, personnel, payroll, selection, financial management, travel, or procurement.
2. Experience providing advice and guidance on administrative matters.
3. Experience supervising, assigning work, setting priorities, and providing advice, instructions, and training to subordinate staff.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. You must be 18 years or older to be hired, and be a U.S. citizen
2. You must have the specialized experience OR education, or a combination as indicated below: .

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

If you are using education to qualify for a position, you MUST submit a copy of your college transcripts
Applicants selected for the position will be required to supply original transcripts.

GG-0301-05: EXPERIENCE: Applicant must have three years general experience that demonstrates experience in analyzing problems to identify significant factors, gather pertinent data, and recognize solutions while planning and organizing work, and have the experience to communicate effectively orally and in writing.
OR,

EDUCATION: Successful completion of a full four year course of study leading to a bachelor's degree that equipped that applicant with the knowledge of two or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

GG-0301-07:

EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level (GG-5) that provided the knowledge in one or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.
OR,

EDUCATION: Successful completion of a full four year course of study leading to a bachelor's degree in any area with Superior Academic Achievement **or** one full year of graduate education directly related to the position that provided knowledge of two or more administrative support areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

GG-0301-09:

EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level (GG-7) that

- (1) provided knowledge of two or more administrative support areas as personnel and payroll, recruitment, testing, and selecting, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting, and
- (2) the ability to provide advice and guidance on administrative matters.

OR

EDUCATION: Successful completion of graduate education or graduate course work that is directly related to the position that provided the knowledge of two or more administrative support areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, fiancé, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

GG-0301-11:

EXPERIENCE: Applicant must have one year specialized experience equivalent to the next lower grade level (GG-9) that demonstrates

(1)) the ability to provide administrative support services in two or more areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space and/or leasing, or contracting, AND

(2) the ability to provide advice and guidance on administrative matters.

OR

EDUCATION: Successful completion of graduate education or graduate course work that is directly related to the position and demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting, and the ability to provide advice and guidance on administrative matters.

GG-0301-12:

EXPERIENCE: Applicant must have one year of specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting and the ability to provide advice and guidance on administrative matters, or the ability to manage, assign work, set priorities, prepare schedules, evaluate performance and provide instruction and training.

EDUCATION: No substitution of education for experience is permitted.

HOW TO APPLY:

Mail the following to the address indicated. Application materials must be received by the closing date.

1. Your resume' or OF-612 (see Appendix for required information) You must submit one application packet for each grade level for which you are applying.
2. Your statement addressing the 3 evaluation criteria
3. Your OF-306, Declaration for Federal Employment (which can be downloaded from our website), and
4. Your other supporting documents such as DD-214, SF-15 (for veterans preference), or college transcripts

U.S. Census Bureau

Denver Regional Census Center (RCC)

6950 W. Jefferson Ave., Suite 250

Lakewood, CO 80235-2032

TTN: Dulcy Hernandez, Human Resources Specialist

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

Appendix

REQUIRED INFORMATION ON OF-612 OR RESUME'

Within the application or resume, **you must provide the following information** in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

-Recruiting Bulletin number, title, and lowest grade acceptable

-Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

-Social Security number

-Country of citizenship (**this Federal job requires U.S. citizenship**).

-Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i. e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

Highest Federal civilian grade held (if applicable)

Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

-Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

-Job-related: training courses (title and year), skills (eg. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (eg. publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

-Individuals with a disability may request reasonable accommodations by calling (720) 533-4120.

CONDITIONS OF EMPLOYMENT:

-This is a mixed-tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment

- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed. -

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

For information on this position, call Dulcy Hernandez, HR Specialist 720-533-4120